

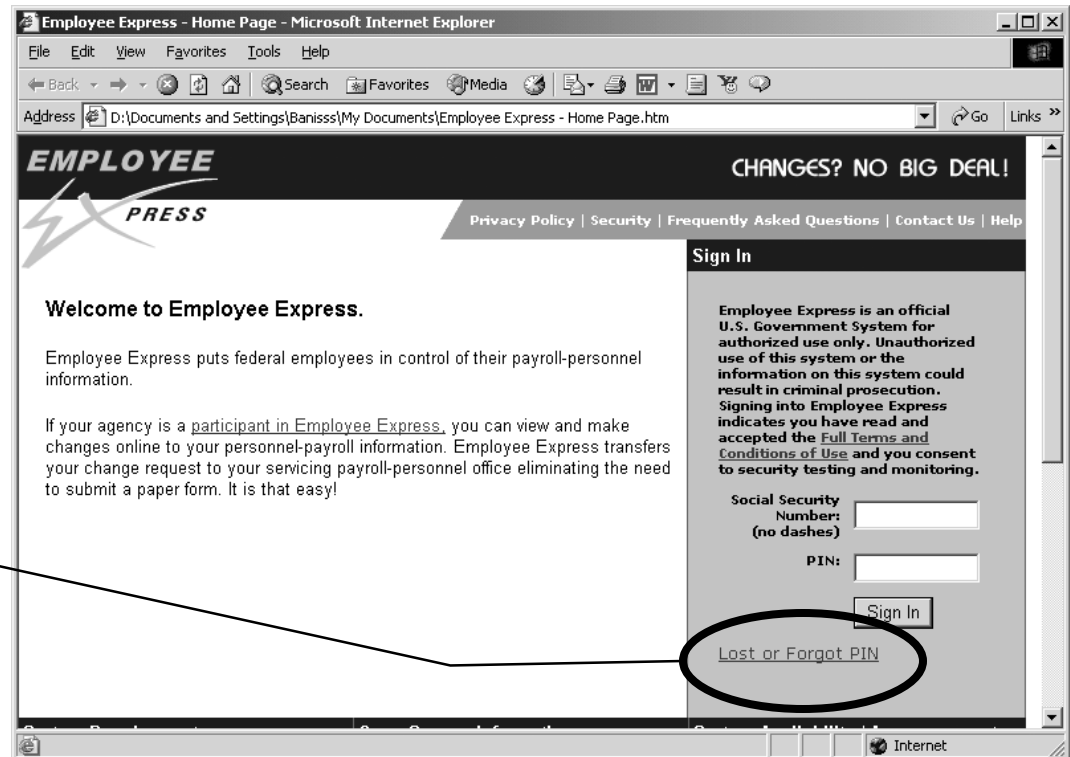
Employee Express

Tutorial



Requesting A Pin

- ➡ Go to www.employeeexpress.gov home page
- ➡ Select “Lost or Forgot Pin” on bottom right-hand side of screen.



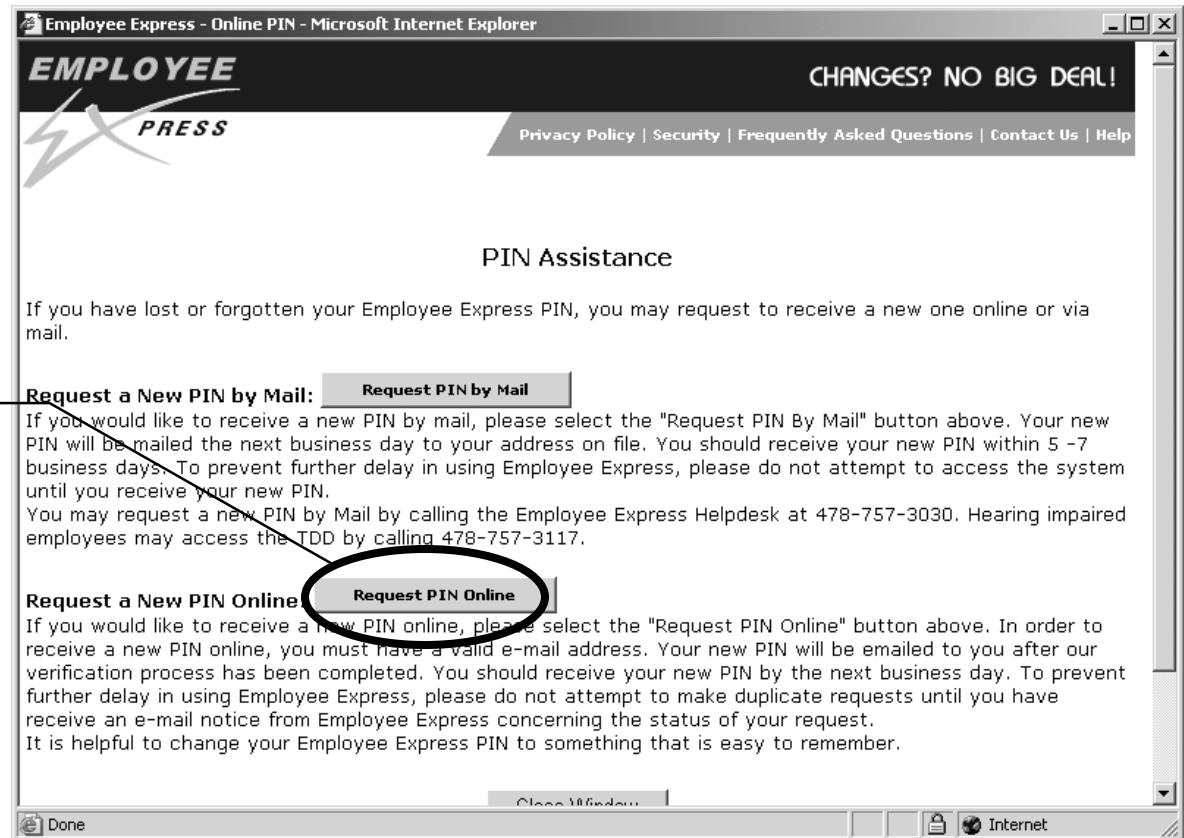
Note: Employees can also call the Employee Express Help Desk to have a PIN mailed to them in 5-7 business days. Tel: 478.757.3030 TDD: 1.888.880.0412



www.employeeexpress.gov

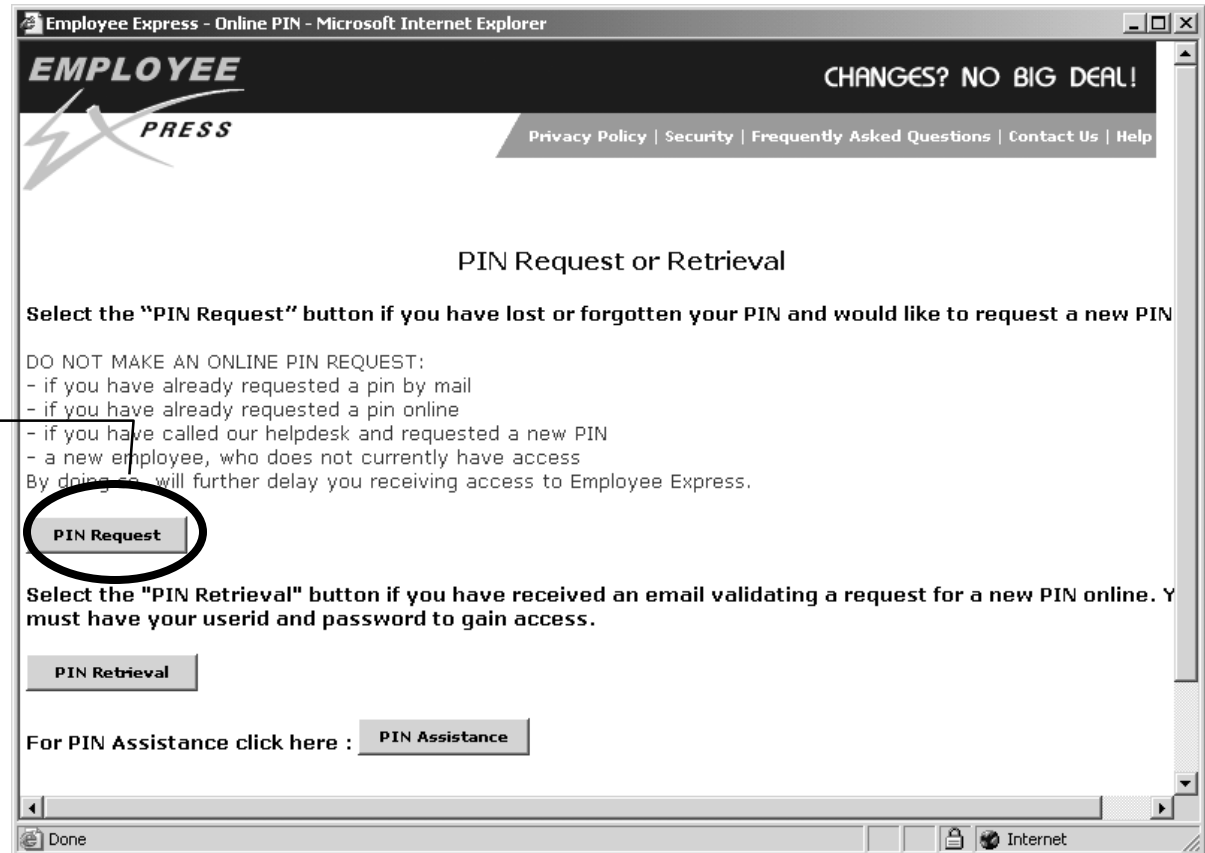
Requesting A Pin

- “Pin Assistance” page should appear
- Select “Request Pin Online” in the middle of the screen.



Requesting A Pin

- “Pin Request or Retrieval” page should appear
- Select “Pin Request” on the middle-left of the screen



Requesting A Pin

- “Request Pin Online” page should appear
- Under “Personal Information,” fill out all the information **exactly** as it appears on your Leave and Earnings Statement.

Employee Express - Online PIN - Microsoft Internet Explorer

EMPLOYEE PRESS

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REQUEST PIN ONLINE

Please complete the following items to receive your PIN by email. If the Information you enter does not match the information on file, your request cannot be processed. Your email address and items in the Additional Information section are required.

Personal Information

Name: [text box]

SSN: [text box] (no dashes)

Select Agency: -- Select an Agency --

Please Enter Your Address. It will be compared to your address on file.

Address: [text box]

City: [text box]

ZIP Code: [text box]

Email Address: [text box]

Note: If the address on the Leave and Earnings Statement notes “Long Rd.” or “John Z. Doe”, then enter Long Rd. rather than Long Rd or Long Road and John Z. Doe rather than John Doe or John Z Doe on this page.



Requesting A Pin

- Continue to fill out all the information exactly as it appears on your Leave and Earnings Statement
- Then click “submit”

Additional Information

TSP Contribution Type:

Select Dollar Amount or Percentage:

Enter Contribution:

To find your FEHB code, click [FEHB Guide](#) and refer to the Plan Comparisons section.

FEHB Code:

Retirement System:

Date Of Birth: (mm/dd/yyyy)

Submit

Cancel

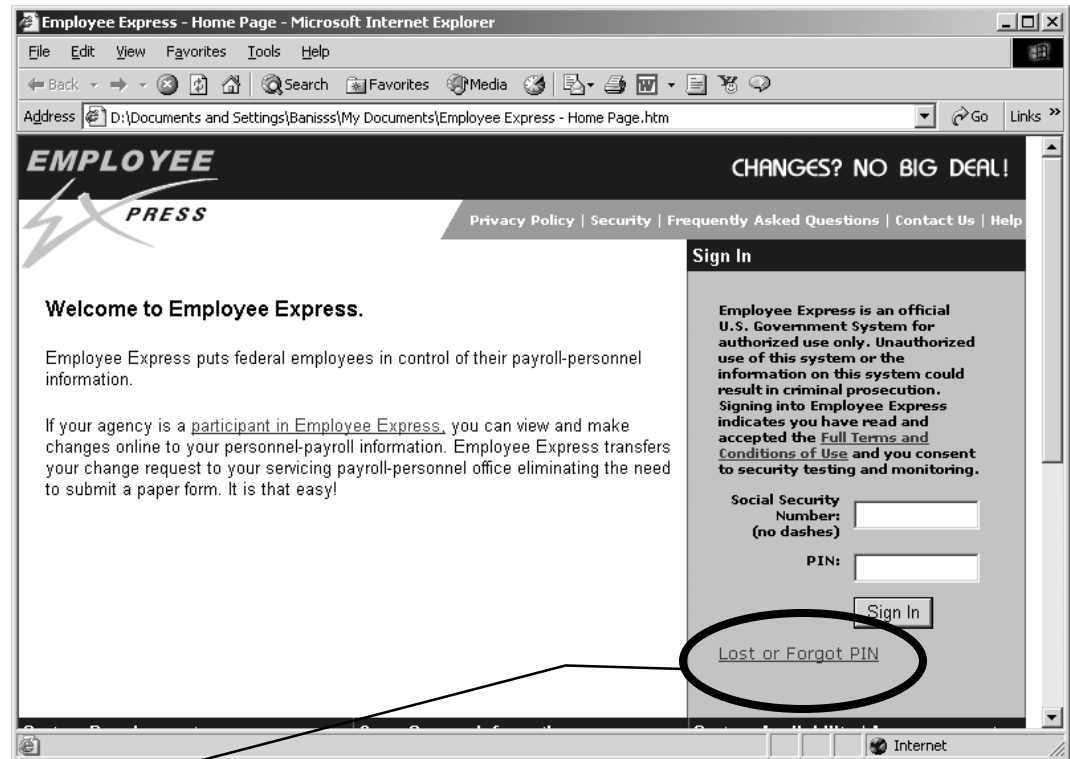
Top-Right Area of the L&E Statement									
	SS #	2			Cr ID	3			
7	FE End	8			FE No.	9	Le FE No	10	
	FEHB	15	Grade	16	Step	17	Seq.	18	
TAX INFORMATION					POS YTD				
YTD	State Code	168			Taxable	182			
Deductions:	Desc	Fed	St	City	Non Tax	183			
98	Marital	169	170	171	Fed Tax	184			
101	Exempt	172	173	174	St Tax	185			
104	Add Exempt	175	176	177	City/City	186			
107	Add Amount	178	179	180	HIT	187			
110	Ytd Net Emgs	181			COBRA	188			
113	TSP CONTRIBUTION				Percent/Amount	189			
116		Employee	Basic		Month	YTD			
119	Basic	190	191		192	193			
121	STUDENT LOAN REPAYMENT				IFSP				
125	Basic	Adj	YTD		Curr	YTD		356	
128	353	354	355		356	357			
	Ed:	Balance		CUM RETIREMENT/ML DEPOSIT					
		210		CSRS		215			
		211		FERS		216			

If you have information in your CSRS row, then you are on the CSRS Retirement System. If you have information in the FERS row, then you are in the FERS Retirement System.



Retrieving A Pin

- After you receive the email response to your PIN Request, you will have to return to the www.employeeexpress.gov home page to retrieve the PIN.

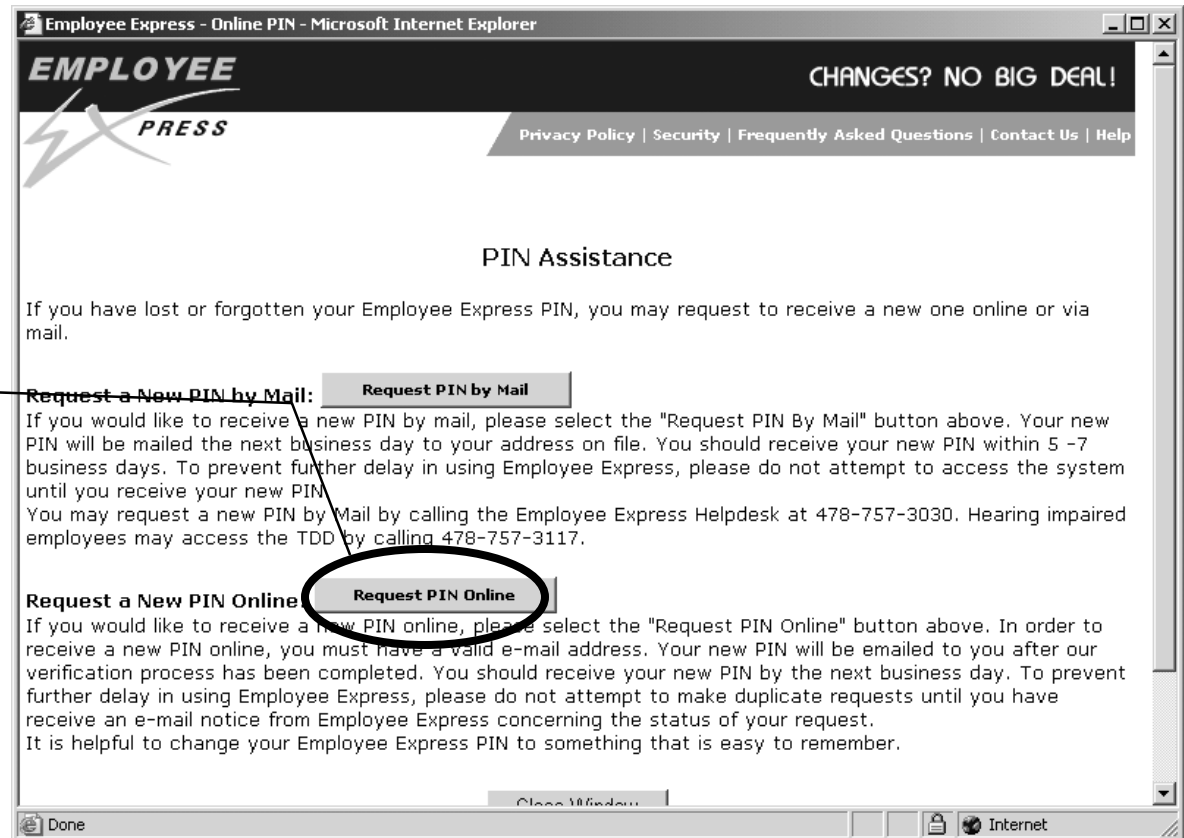


- To retrieve the PIN, click on “Lost or Forgot Pin” on bottom right-hand side of screen



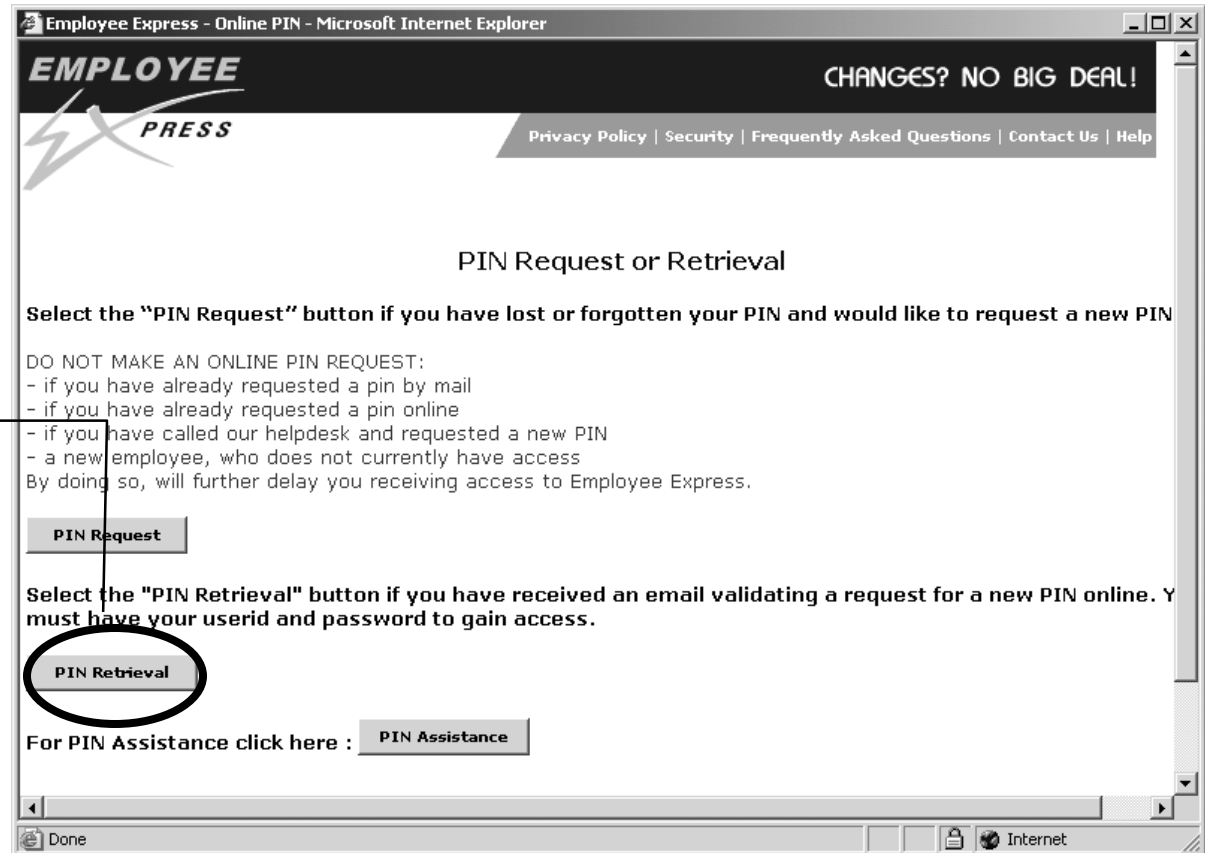
Retrieving A Pin

- “Pin Assistance” page should appear
- Select “Request Pin Online” in the middle of the screen



Requesting A Pin

- “Pin Request or Retrieval” page should appear
- Select “Pin Retrieval” on the middle-left of the screen



To Retrieve Pin

➡ “Retrieve New Pin” page should appear

➡ Fill out the requested information with the data emailed to you

➡ Then click “submit”

Employee Express - Template - Microsoft Internet Explorer

EMPLOYEE PRESS

Privacy Policy | Security | Help

Retrieve New PIN

Information needed can be found in your email from Employee Express!

To retrieve your New PIN, please enter your userid, password, and your agency's name.

The userid is the email address that you entered when you requested your new PIN.

Your password was in the email you received to gain access to your new PIN. If you need assistance, please contact the Employee Express Helpdesk at 478-757-8888.

Enter User ID:

Enter Password:

Select Agency: -- Select an Agency --

Submit Cancel

Done Internet



Logging On

➡ Go to www.employeeexpress.gov home page

➡ Fill in your Social Security Number and PIN

➡ Then click “Sign In”

Employee Express - Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://www.employeeexpress.gov>

EMPLOYEE PRESS

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CHANGES? NO BIG DEAL!

Welcome to Employee Express.

Employee Express puts federal employees in control of their payroll-personnel information.

If your agency is a [participant in Employee Express](#), you can view and make changes online to your personnel-payroll information. Employee Express transfers your change request to your servicing payroll-personnel office eliminating the need to submit a paper form. It is that easy!

Sign In

Employee Express is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution. Signing into Employee Express indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring.

Social Security Number: (no dashes)

PIN:

[Lost or Forgot PIN](#)

System Requirements	Open Season Information	System Availability / Announcements
Your Current System Settings: Browser: <input checked="" type="radio"/> Microsoft Internet Explorer 6 <input checked="" type="radio"/> Javascript Enabled Monitor Resolution: Employee Express is best viewed at 800 x 600 resolution.	9/1/2003 - 12/15/2003 Combined Federal Campaign (CFC) Open enrollment period. 10/15/2003 - 12/31/2003 Thrift Savings Plan (TSP) Open enrollment period. 11/10/2003 - 12/8/2003 Federal Employee Health Benefits (FEHB)	No announcements at this time.

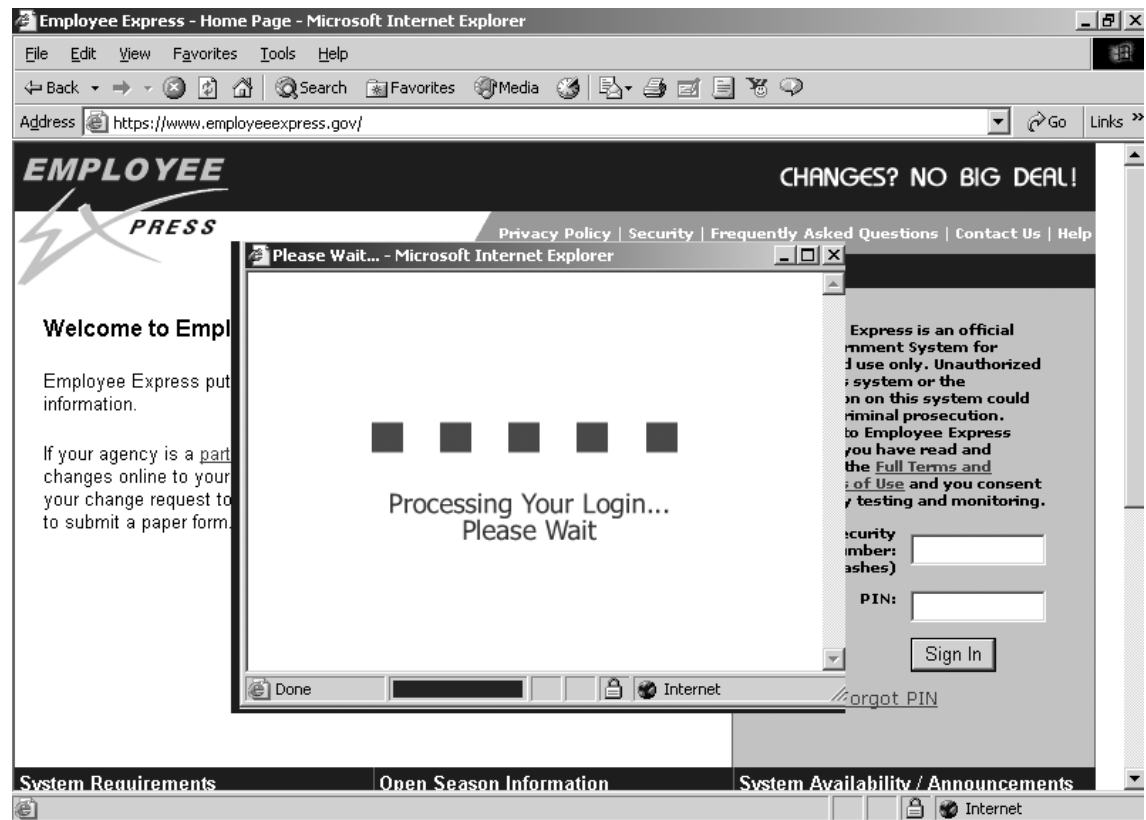


www.employeeexpress.gov

Logging On

➡ A “Processing your log in” screen will appear

➡ Please wait



www.employeeexpress.gov

Logging On

➤ Select “National Aeronautics and Space Administration”

➤ The “Main Menu” page should then appear

Employee Express - Login - Microsoft Internet Explorer

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Employee Express Sign-in
Please select the agency where you work from the list below. If your agency is not on the list, they may not be participating in Employee Express. Please see your servicing personnel or payroll office.

Available Agencies

<input type="radio"/> ADV Council on Historic Preservation	<input type="radio"/> General Accounting Office
<input type="radio"/> Appalachian Regional Commission	<input type="radio"/> General Services Administration
<input type="radio"/> Arctic Research Commission	<input type="radio"/> Harry S Truman Scholarship Foundation
<input type="radio"/> Commission of Fine Arts	<input type="radio"/> International Trade Commission
<input type="radio"/> Commodity Futures Trading Commission	<input type="radio"/> James Madison Memorial Fellowship Funds
<input type="radio"/> Congressional Budget Office	<input type="radio"/> Library of Congress
<input type="radio"/> Consumer Product Safety Commission	<input type="radio"/> Merit Systems Protection Board
<input type="radio"/> Court Services and Offender Supervision Agency	<input checked="" type="radio"/> National Aeronautics and Space Administration
<input type="radio"/> Department of Agriculture	<input type="radio"/> National Endowment for the Arts
	<input type="radio"/> National Labor Relations Board
	<input type="radio"/> National Transportation Safety Board
	<input type="radio"/> Nuclear Regulatory Commission
	<input type="radio"/> Office of Federal Housing Enterprise Oversight
	<input type="radio"/> Office of Government Ethics
	<input type="radio"/> Office of Navajo and Hopi Indian Relocation
	<input type="radio"/> Office of Personnel Management
	<input type="radio"/> Office of Special Counsel
	<input type="radio"/> Overseas Private Investment Corporation
	<input type="radio"/> Pension Benefit Guaranty Corporation
	<input type="radio"/> Railroad Retirement Board
	<input type="radio"/> Securities & Exchange Commission

https://www.employeeexpress.gov/login.aspx - Microsoft Internet Explorer

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Main Menu

<p>Payroll - Personnel Actions</p> <p>Your information was last updated on April 19, 2003.</p> <p>You may view or change the following payroll-personnel information using Employee Express.</p> <p>To view a summary of your current information, select View Summary Benefits.</p> <p>Direct Deposit Federal Employee Health Benefits Federal Tax FEHB Premium Conversion Financial Allotment Home Address Savings Bond State Tax Thrift Savings Plan Thrift Savings Plan Catch-Up</p>	<p>Earnings and Leave</p> <p>Your leave and earnings information was last updated on: April 19, 2003.</p> <p>Gross Pay: \$ 2,462.44 Net Pay: \$ 1,570.31 Annual Balance: 64.15 hours Sick Balance: 16.00 hours Comp Balance: 0.00 hours</p> <p>To view your earnings and leave statement, select Earnings and Leave.</p>
<p>Miscellaneous</p> <p>Make a change to your Employee Express Personal Identification Number (PIN).</p>	<p>Related Sites</p> <p>Federal Long Term Care Insurance FEHB Plan Comparison Website - PlanSmartChoice ESAFeds - The Federal Government's Flexible Spending Account Program Retirement Estimator The Most Numerous Source of Employment</p>



www.employeeexpress.gov

Thrift Savings Plan

- ➔ Select “Thrift Savings Plan” from Main Menu

The screenshot shows the Employee Express website interface. At the top, the address bar displays 'https://www.employeeexpress.gov/login.aspx - Microsoft Internet Explorer'. The header features the 'EMPLOYEE PRESS' logo on the left and a navigation bar on the right with links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. A 'Sign Out' button is also present. Below the header, the 'Main Menu' is displayed in a two-column layout. The left column, titled 'Payroll - Personnel Actions', contains links for 'Direct Deposit', 'Federal Employee Health Benefits', 'Federal Tax', 'FEHB Premium Conversion', 'Financial Allotment', 'Home Address', 'Savings Bond', 'State Tax', 'Thrift Savings Plan' (which is circled in red), and 'Thrift Savings Plan Catch-Up'. The right column, titled 'Earnings and Leave', shows the user's last update on April 19, 2003, and lists their balances: Gross Pay (\$2,462.44), Net Pay (\$1,570.31), Annual Balance (64.15 hours), Sick Balance (16.00 hours), and Comp Balance (0.00 hours). Below the main menu, there are sections for 'Miscellaneous' (including a link to change the Employee Express Personal Identification Number (PIN)) and 'Related Sites' (including links to Federal Long Term Care Insurance, FEHB Plan Comparison Website - PlanSmartChoice, FSAFeds - The Federal Government's Flexible Spending Account Program, Retirement Estimator, and The Work Number Payroll of Employment).



Thrift Savings Plan

➡ To make changes to your TSP enter the necessary information in the “New column” and then select “Save”

➡ To stop TSP contributions, select “Stop...”

Employee Express - TSP Module - Microsoft Internet Explorer

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Main Menu Sign Out

Thrift Savings Plan Change

- You can select either a percentage OR enter a whole dollar amount of your basic pay that you wish to contribute per pay period by selecting the appropriate block on the screen. Your payroll dollar amount cannot exceed the maximum contribution amount allowed. The maximum allowed is based on your total salary.
- You should not use both a paper form TSP-1 and Employee Express to make TSP elections.
- The election you make through Employee Express will only affect your future contributions, not your past contributions.
- You can start or change your future contributions only during the TSP open seasons. You may use Employee Express to change the amount or percent of payroll deduction for contributing to TSP. You can stop your contributions at any time.
- FERS refers to the Federal Employees' Retirement System, the Foreign Service Pension System, and other equivalent Government retirement plans.
- FERS employees may contribute up to the maximum percentage allowed of basic pay each pay period. The maximum contribution percentage appears below. The dollar amount you elect cannot exceed the maximum percentage amount of basic pay each pay period for FERS employees.
- There is an annual limit on TSP contributions established by the IRS. The current annual limit appears below. If you reach the IRS limit on TSP contributions before the end of the year, your contributions will stop and you will lose any further agency matching contributions.
- If you are a new or rehired employee who has never had a Thrift Savings Plan (TSP) account, your contributions will be invested in the Government Securities Investment (G) Fund, until you request a contribution allocation through TSP.
- If you are a rehired employee who has previously had a Thrift Savings Plan account, your contributions will be invested according to your last contribution allocation on file with the TSP until you request a different contribution allocation through TSP.

TSP regulations allow you to make only one election each Open Season. Once your TSP election is effective, you can not change it except to stop your TSP contributions.

The maximum contribution percentage currently allowed for FERS is 14%.

The annual limit for TSP contributions is currently \$13,000.

This information is current as of Pay Period ending April 19, 2003.

Thrift Savings Items	Current	New
Dollar Amount:	\$ 0	n (Max: \$3333)
OR		
Percentage:	13 %	<input type="radio"/> 1% <input type="radio"/> 2% <input type="radio"/> 3% <input type="radio"/> 4% <input type="radio"/> 5% <input type="radio"/> 6% <input type="radio"/> 7% <input type="radio"/> 8% <input type="radio"/> 9% <input type="radio"/> 10% <input type="radio"/> 11% <input type="radio"/> 12% <input type="radio"/> 13%

Stop TSP Contributions

SAVE Clear CANCEL

Visit TSP web site - The Federal Retirement Thrift Board's TSP web site (www.tsp.gov) lets you change the allocation of future TSP contributions or transfer existing account balances among the G, F, C, S, or I funds. You may also call the ThriftLine at 804-255-8777, or submit form TSP-50 available from your servicing personnel or payroll office.

Visit TSP Web Site

This option will transfer you out of Employee Express to the TSP web site.

Select TSP worksheet Calculator to link to the TSP site.

TSP Worksheet Calculator

This option will transfer you out of Employee Express to the TSP web site.

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Employee Express - Changes? NO BIG DEAL!



Thrift Savings Plan--Stop

- To confirm stop, select “Yes”
- If you selected “Yes,” an email notification request will appear (screen B)

Employee Express - TSP Module - Microsoft Internet Explorer

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[Main Menu](#) [Sign Out](#)

Thrift Savings Plan STOP Confirmation

This action will be effective **December 13, 2003**.

You may elect to resume your employee contributions during the open season which begins **April 15, 2004**.

As a FERS employee, if you would like to change the investment of your contribution, you must make your contribution allocation directly with TSP by visiting it's web site at www.tsp.gov, calling the ThriftLine at 504-255-8777, or submitting a form TSP-50 available from your servicing personnel/payroll office.

You have requested to STOP your current TSP contributions.
To confirm, press YES. To cancel, press NO.

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A

Employee Express - Confirmation - Microsoft Internet Explorer

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[Main Menu](#) [Sign Out](#)

Thrift Savings Plan - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective .

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

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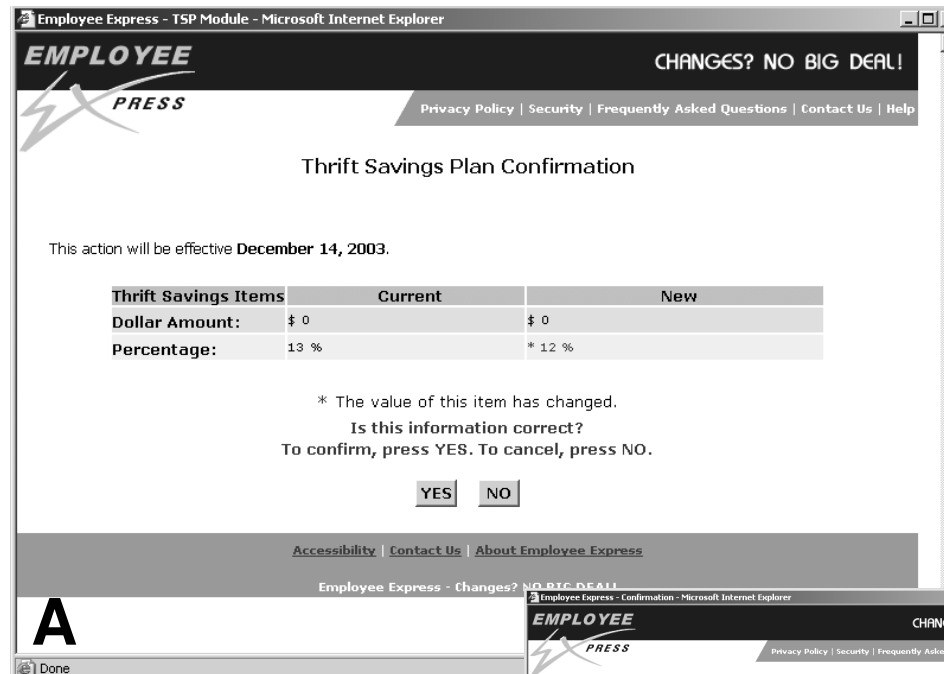
Employee Express - Changes? NO BIG DEAL!

B



Thrift Savings Plan--Change

- To confirm changes, select “Yes”
- If you selected “Yes,” an email notification request will appear (screen B)



Employee Express - TSP Module - Microsoft Internet Explorer

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Thrift Savings Plan Confirmation

This action will be effective **December 14, 2003**.

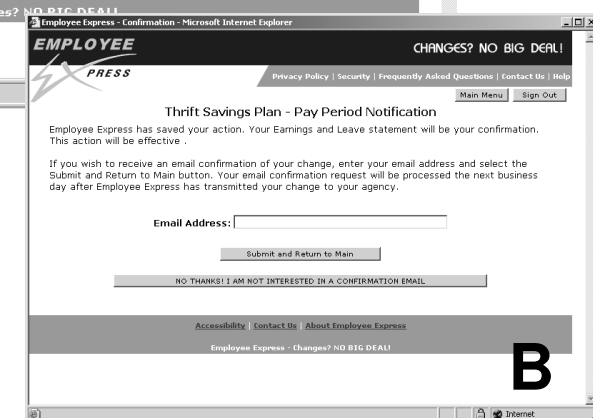
Thrift Savings Items	Current	New
Dollar Amount:	\$ 0	\$ 0
Percentage:	13 %	* 12 %

* The value of this item has changed.
Is this information correct?
To confirm, press YES. To cancel, press NO.

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A



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[Privacy Policy](#) | [Security](#) | [Frequently Asked Questions](#) | [Contact Us](#) | [Help](#)

[Main Menu](#) | [Sign Out](#)

Thrift Savings Plan - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective .

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

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Employee Express - Changes? NO BIG DEAL!

B



TSP Catch-Up

- Select “Thrift Savings Plan Catch-Up” from Main Menu

The screenshot shows the Employee Express website interface. At the top, the address bar displays 'https://www.employeeexpress.gov/login.aspx - Microsoft Internet Explorer'. The header includes the 'EMPLOYEE PRESS' logo, a 'CHANGES? NO BIG DEAL!' message, and links for 'Privacy Policy', 'Security', 'Frequently Asked Questions', 'Contact Us', and 'Help'. A 'Sign Out' button is also present. Below the header is the 'Main Menu' section, which is divided into four columns:

- Payroll - Personnel Actions:** Contains information about the last update on April 19, 2003, and links for 'View Summary Benefits', 'Direct Deposit', 'Federal Employee Health Benefits', 'Federal Tax', 'FEHB Premium Conversion', 'Financial Allotment', 'Home Address', 'Savings Bond', 'State Tax', 'Thrift Savings Plan', and 'Thrift Savings Plan Catch-Up' (which is circled).
- Earnings and Leave:** Contains information about the last update on April 19, 2003, and displays balances for Gross Pay (\$2,462.44), Net Pay (\$1,570.31), Annual Balance (64.15 hours), Sick Balance (16.00 hours), and Comp Balance (0.00 hours). It also includes a link to 'Earnings and Leave'.
- Miscellaneous:** Contains a link to 'Employee Express Personal Identification Number (PIN)'.
- Related Sites:** Contains links to 'Federal Long Term Care Insurance', 'FEHB Plan Comparison Website - PlanSmartChoice', 'FSAFeds - The Federal Government's Flexible Spending Account Program', 'Retirement Estimator', and 'The Work Number Proof of Employment'.



TSP Catch-Up

➡ To enroll in this program, enter the amount you want deducted in the “New” column

➡ When finished, select “Save”

Employee Express - TSP Catch Up Module - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

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[Main Menu](#) [Sign Out](#)

Thrift Savings Plan Catch-Up Change

You should not use both a paper form TSP-1C and Employee Express to make TSP Catch-Up elections.

You can start, change, or stop TSP Catch-Up contributions year round.

Your catch-up contributions will be invested according to your most recent contribution allocation on file with the TSP.

This election will not affect your regular TSP contributions.

This election will continue until the end of the calendar year unless

- (1) You reach the annual limit of \$3000 for catch-up contributions or
- (2) You stop your TSP catch-up contributions or
- (3) You stop your regular TSP contribution

You do not receive matching contributions from your agency for any catch-up contributions.

Employee Express - TSP Catch Up Module - Microsoft Internet Explorer

There is an annual limit on TSP Catch-up contributions established by the IRS, which is currently \$3000. If you reach the IRS limit on TSP Catch-Up contributions before the end of the year, your pay period deductions will stop automatically.

To be eligible, you must be 50 years old by the end of current calendar year or older and currently contributing the maximum for your regular TSP contributions.

NOTICE FOR EPA AND RRB EMPLOYEES ONLY:

EEX references to 2004 TSP Catch-up processing in EEX does not apply to EPA and RRB employees. TSP catch-up contributions entered into EEX between 11/30/2003 -12/13/2003 will be applied to 2003 TSP catch-up contributions for both EPA and RRB. Employees should refer to their agencies mass-mailers for details.

EPA employees - Reference OHROS Agency-Wide Mass-Mailer memo dated 11/14/2003, Subj: TSP 'Catch-up' 2004.

RRB employees - Refer to the Docs & Resources on the HR - TSP area of Boardwalk.

* Please be sure to enter the amount you want deducted PER PAY PERIOD. If you enter the maximum annual contribution of \$3000, the entire \$3000 will be deducted from your paycheck.

This information is current as of Pay Period ending **April 19, 2003**.

Thrift Savings Items	Current	New
Pay Period Deduction Amount: \$ 0		<input type="text" value="0 (Max 3000)"/>

[SAVE](#) [CANCEL](#)

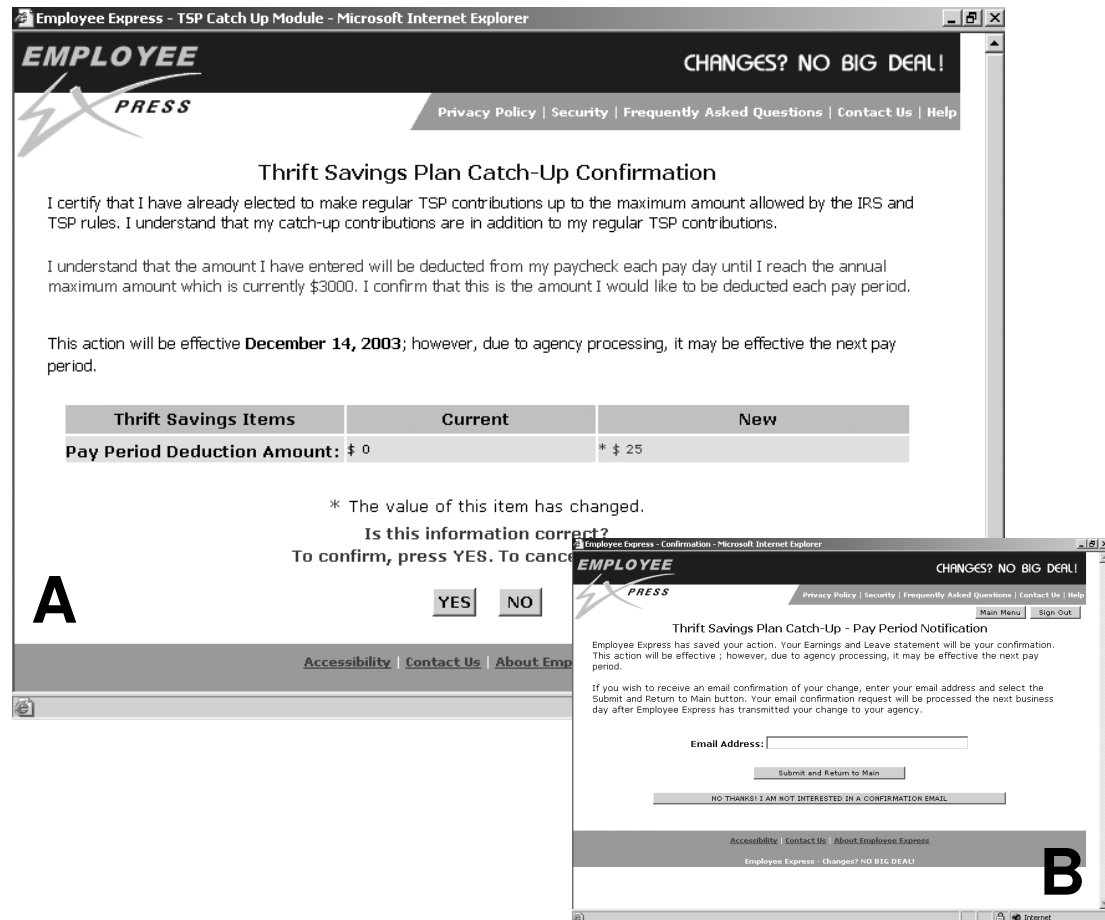
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Employee Express - Changes? NO BIG DEAL!



TSP Catch-Up

- ➡ To confirm changes, select “Yes”
- ➡ If you selected “Yes,” an email notification request will appear (screen B)



Employee Express - TSP Catch Up Module - Microsoft Internet Explorer

EMPLOYEE PRESS CHANGES? NO BIG DEAL!

Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Thrift Savings Plan Catch-Up Confirmation

I certify that I have already elected to make regular TSP contributions up to the maximum amount allowed by the IRS and TSP rules. I understand that my catch-up contributions are in addition to my regular TSP contributions.

I understand that the amount I have entered will be deducted from my paycheck each pay day until I reach the annual maximum amount which is currently \$3000. I confirm that this is the amount I would like to be deducted each pay period.

This action will be effective **December 14, 2003**; however, due to agency processing, it may be effective the next pay period.

Thrift Savings Items	Current	New
Pay Period Deduction Amount:	\$ 0	* \$ 25

* The value of this item has changed.

Is this information correct?
To confirm, press YES. To cancel, press NO.

A

YES NO

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Employee Express - Confirmation - Microsoft Internet Explorer

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Privacy Policy | Security | Frequently Asked Questions | Contact Us | Help

Main Menu Sign Out

Thrift Savings Plan Catch-Up - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective ; however, due to agency processing, it may be effective the next pay period.

If you wish to receive an email confirmation of your change, enter your email address and select the Submit and Return to Main button. Your email confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

Email Address:

Submit and Return to Main

NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION EMAIL

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Employee Express - Changes? NO BIG DEAL!

B



This concludes the tutorial on the TSP portions of Employee Express. To learn of additional features within Employee Express, go to:

<http://epayroll.nasa.gov/documents/EmployeeExpressTutorial.ppt>

**For more information about this tutorial contact Sheila Banister at
321.867.9088**



www.employeeexpress.gov